



OFFICE OF  
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

June 20, 2006

The Honorable John P. Higgins, Jr.  
Chairman, PCIE Audit Committee  
Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20024

Dear Chairman Higgins:

I am pleased to inform the PCIE Audit Committee that the IGATI Curriculum Review Board (ICRB) has completed a review of the IGATI course titled *Audit Evidence and Documentation*. Overall, the course content and delivery was appropriate, and should continue to be offered. The Director, IG Institute School of Audit and Inspections (SAI, formerly IGATI), agreed with three of our four recommendations for improving the course. The Director stated that SAI will consider our fourth recommendation to either develop an advanced course for more experienced auditors or add more challenging exercises to the existing course.

Enclosed is a copy of our final report prepared by the Principal Assistant Inspector General for Auditing, Department of Defense OIG.

If you have any questions, please call me on (202) 927-6516.

Sincerely,

/s/

Marla A. Freedman  
Chair, ICRB

Enclosure

cc: Helen Lew, Chair  
Federal Audit Executive Committee

Danny L. Athanasaw, Director  
IG Institute School of Audit and Inspections



INSPECTOR GENERAL  
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JUN 19 2006

MEMORANDUM FOR DANNY L. ATHANASAW, DIRECTOR, SCHOOL OF AUDIT AND  
INSPECTIONS (FORMERLY INSPECTORS GENERAL AUDITOR  
TRAINING INSTITUTE)

SUBJECT: Report on Inspectors General Auditor Training Institute (IGATI) Curriculum Review  
Board Review of IGATI Course: Audit Evidence and Documentation

This memorandum transmits the IGATI Curriculum Review Board's final report on this subject.

The report contains four recommendations. IGATI agrees with the first three recommendations and will consider the forth recommendation. We have included IGATI's comments in the report.

We appreciate the courtesies extended to the staff. Questions should be directed to Mr. Dennis Wokeck at (703) 604-0518 or Ms. Barbara S. Wright (703) 604-8933.

*Robert K. West*

Robert K. West  
Principal Assistant Inspector General  
for Auditing

**Report on Inspectors General Auditor Training Institute (IGATI) Curriculum  
Review Board Review of IGATI Course:  
Audit Evidence and Documentation**

**Course Title:**

Audit Evidence and Documentation

**IGATI Curriculum Review Board (ICRB) Review Completed:**

In May 2006 DoD Office of Inspector General with assistance from Department of Interior Office of Inspector General completed the review of IGATI's Audit Evidence and Documentation course.

**Background:**

The objective of our review was to determine whether the Inspectors General Auditor Training Institute (IGATI) course "Audit Evidence and Documentation" provides training that is useful to Federal auditors.

The course on Audit Evidence and Documentation is designed to provide the auditor/evaluator with a greater level of understanding for developing, using, and protecting audit evidence. There is no prerequisite for this course. According to the FY 2006 course catalog, the course learning objectives are to:

- Understand types of evidence and the tests that evidence must meet.
- Learn methods for gathering and documenting types of evidence required to support reports and to meet Government Auditing Standards.
- Learn to correctly index and reference evidence.
- Understand importance and use of automated work papers.
- Learn how to verify and reference spreadsheets to satisfy oneself as to the accuracy of the product.

Each participant earns 16 Continuing Professional Education credits by attending the 2 days of classroom training. The tuition for the class is \$450.00.

In December 2004, IGATI conducted its first Audit Evidence and Documentation class. From December 2004 to April 2006, IGATI scheduled and conducted 4 classes and trained 51 students.

## **ICRB Assessment**

To gain an understanding of the course content, we reviewed the course material for the Audit Evidence and Documentation course presented by IGATI. Our focus was to determine whether the course materials are:

- Current;
- Relevant to the course objectives;
- Substantive;
- Complete enough to address the course objectives;
- Useful as a reference resource “back at the office.”

IGATI provided its most recent course manual. We determined that the course materials and the class exercises adequately addressed the above stated criteria. The sections of the manual are bulleted in a step-by-step format to make it clear for a user to follow. In addition, there are appendices that include GAO Standards for quick referencing. Although, the course is not designed to teach how to use TeamMate, Appendix 5 covers some basics in TeamMate. The second half of Appendix 5 is a nice addition for “Documenting and Analyzing Spreadsheet Data.” Someone who has not taken the Audit Evidence and Documentation course could follow the instructions provided and understand what to do.

To gain an understanding of the prior students’ reaction to the course right after taking the course, we obtained and analyzed student evaluations for four classes held between December 2004 and April 2006.

We analyzed the student evaluations by:

- Re-computing composite scores for each of the 12 standard ranking questions for each class.
- Determining for each class, the highest-scored module, the lowest-scored module, and average.
- Reading narrative comments on the evaluations and noted any reoccurring themes.
- Identifying significant trends.

Overall, students gave the course high marks. Composite scores on the classes taught ranged from 4.19 to 4.39 on a scale of one (strongly disagree) to five (strongly agree). The following table presents our analyses of student evaluations for the four courses held during fiscal years 2005 and 2006.

<b>Class Date</b>	<b>12/04</b>	<b>5/05</b>	<b>9/05</b>	<b>4/06</b>
<b>Instructor</b>	Allen Bloom	Allen Bloom	Allen Bloom	Allen Bloom
<b>No. of Evaluations</b>	7	14	19	10
<b>Key Questions</b>	<b>Scores (5 is strongly agree; 1 is strongly disagree)</b>			
Organized and prepared	4.71	4.57	4.42	4.60
Knowledgeable	4.71	4.57	4.42	4.80
Effectively communicated	4.71	4.21	4.05	4.40
Aroused interest/enthusiasm	4.14	4.29	3.95	4.10
Encouraged participation/interaction	4.57	4.57	4.26	4.30
Considerate/Responsive	5.00	4.77	4.42	4.70
Used class time effectively	4.57	4.43	4.32	4.40
Achieved Objectives	4.29	4.36	4.16	4.50
Content Organized	3.86	4.50	4.00	4.40
Course Material Relevant and Useful	4.00	4.29	4.11	4.10
Course will improve current or future job performance	4.00	3.93	4.11	4.10
Course was valuable experience	4.14	4.07	4.11	4.00
<b>Total Composite Score</b>	<b>4.39</b>	<b>4.38</b>	<b>4.19</b>	<b>4.37</b>

Student narrative comments were complimentary of the instructor's enthusiasm and knowledge of the subject. The handouts and reference materials were noted as being useful. There were some positive comments about the exercises helping the students to better understand the course materials. Additional student comments stated that the course:

- Was too basic.
- Should have had more information on referencing, indexing, and workpapers.
- Should include more information on automated workpapers in TeamMate.
- Needs more hands-on group exercises.

Although the student's scores for September 2005 class were lower than the other classes, we did not note any recurring negative narrative comments on the student evaluations.

To gain an understanding of the usefulness of the course at the workplace, we interviewed five former students who took this class between December 2004 and April 2006. We also interviewed four supervisors. To conduct our interviews, we used Appendix A and B and selected the students from the class participants list provided by IGATI.

Two of the five students interviewed liked the course because of the contents. Three students did not like the course because they did not believe it was challenging enough, and they thought that the course was too basic. Two of the students thought that the

instructor was very knowledgeable of the subject matter. Four of the students stated that their expectations of the course were met or basically but not fully met. Three of the five students are applying the skills and knowledge taught in the class. The students considered the class exercises, the resources included in the student manual, and the instructor's knowledge of the subject to be the course strong points. If the students could make changes to the course, two students said that they would offer an advanced course and one suggested that the instructor become familiar with electronic documentation. One student thought the course should cover the use of various kinds of electronic tools used for documenting workpapers because not all IG's use TeamMate.

We interviewed the supervisors of four of the five students. The supervisors sent the students to the course to fulfill career developmental training requirements. One supervisor stated the employee gained considerable knowledge in obtaining evidence and documenting findings. Two of the four supervisors stated that they did not have direct knowledge of the skills and knowledge the employees obtained from taking the course. Two supervisors stated that their employees gave positive feedback on the class. Two of the four supervisors stated they would continue to send employees to this course as needed. One supervisor stated that this type of course is critical to the development of new hires and that he would continue to send his employees to this course. The supervisors did not have any suggestions to improve the course.

To gain an understanding of the overall effectiveness of course delivery, we arranged with IGATI to observe the course given from April 18 through 19, 2006. This was the fourth time the instructor taught this course. The instructor was knowledgeable of the subject matter and drew from his past auditing experience when presenting examples in the class. We noticed that some of the textbook examples were the same as those used in the Introductory Auditor Training Course. Also, the instructor presented an overview of the basic features of TeamMate, an electronic audit management system. When the instructor asked how many students were using TeamMate, less than 50 percent of the students raised their hands. The instructor should address TeamMate as one of several types of electronic documentations systems that is being used throughout the Federal government because all agencies are not using TeamMate.

Our overall observations were similar to the former students. The class exercises were the strong point of the course. The length of the course was adequate to cover the course material.

### **Recommendations and Management Comments**

We recommend that the Director, School of Audit and Inspections (formerly Inspector General Auditor Training Institute):

- 1. Continue to offer the current Audit Evidence and Documentation course as an introductory course.**

**SAI Response.** SAI agrees that this course continue as an introductory course.

- 2. Develop exercises that are different from the exercises used in the Introductory Auditor Training Course.**

**SAI Response.** SAI agrees that exercises need to be revised and new exercises be developed.

**3. Delete the section on the use of TeamMate or include information on other electronic audit management systems.**

**SAI Response.** SAI agrees to eliminate the section on TeamMate. SAI will decide after further review if the course should include general information on the various types of automated workpapers. This will be discussed with the contract instructor.

**4. Develop an advanced course for more experienced auditors or add more challenging exercises to the existing course.**

**SAI Response.** SAI will work with the curriculum review board to determine if a more advanced course is warranted. If an advanced course is determined to be of value to the community, SAI will work with George Mason University to have a new course developed.

# Appendix A. Student Interview Questions

Course Title:

Former Student Focus Group Participants:

Name	Agency	Location	Class Attended (Month/Year)
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ICRB Subgroup Participants:

Date of Focus Group Meeting:

Explain the purpose of the ICRB and this focus group discussion. Thank the former students for their participation.

1. Did you like the course? Why or why not?
2. What did you expect to get out of the course?
3. Were your expectations met?
4. What do you consider to be the course’s strong points?
5. What do you consider to be the course’s weak points?
6. How have you applied the skills and knowledge gained from the course on the job?
7. If you could change two or three things with the course, what would they be?



## Appendix B. Supervisor Interview Questions

Course Title:

Supervisory Focus Group Participants:

Name	Agency	Student Name and Class Attended (Month/Year)
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Date of Focus Group Meeting:

Explain the purpose of the ICRB and this focus group discussion. Thank the former students for their participation.

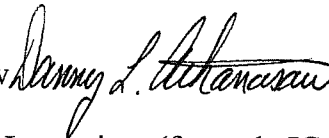
1. What was your objective for sending your staff member to the course?
2. What new skills and knowledge did you expect the staff member to acquire from the training?
3. Did staff member acquire expected skills and knowledge or meet your other objectives?
4. How has your staff member applied the new skills and knowledge on the job?
5. What feedback did the staff member provide you on the strengths and weaknesses of the course?
6. Overall, do you feel that the course was of benefit to your staff member's professional development and the needs of your agency? Why?
7. Do you plan to send other staff to this course? If not, why?
8. Do you have any suggestions on ways IGATI could improve the course content and delivery?



***IG Institute School of Audit and Inspections***  
***1735 N. Lynn Street • 10<sup>th</sup> Floor • Arlington, VA 22209***  
***Phone (703) 248-4592 • Fax (703) 248-4587***

**May 30, 2006**

**Memorandum For:** Keith West  
Principal Assistant Inspector General for Auditing  
DoD Office of the Inspector General

**From:** Danny L. Athanasaw   
Director,  
School of Audit and Inspections (formerly IGATI)

**Subject:** School of Audit and Inspections' Response to Draft Report of  
ICRB Review of IGATI Course: Audit Evidence and  
Documentation

Thank you for the opportunity to review and respond to the draft report of IGATI's Course titled, **Audit Evidence and Documentation**.

The School of Audit and Inspections (SAI) is presently in a transition year and will consolidate in Fiscal Year (FY) 2007 with the School of Investigations and the School of Management to form the new Inspector General Institute. Additionally, there is a newly established Board of Governors that oversees the new consolidated Inspector General Institute. In light of this consolidation it is expected that the Board of Governors will have final say on the FY 2007 course offering. It is also anticipated that all courses starting in FY 2007 will be contracted. As a result, there will be an opportunity to re-evaluate all course materials and make any necessary changes to course materials.

SAI response to each recommendation follows:

**Recommendation 1:** Agree

SAI agrees that this course continue as an introductory course.

**Recommendation 2:** Agree

SAI agrees that exercises need to be revised and new exercises be developed.

**Recommendation 3:           Agree**

SAI agrees to eliminate the section on TeamMate. SAI will decide after further review if the course should include general information on the various types of automated workpapers. This will be discussed with the contract instructor.

**Recommendation 4:           Will take under consideration**

SAI will work with the curriculum review board to determine if a more advanced course is warranted. If an advanced course is determined to be of value to the community, SAI will work with George Mason University to have a new course developed.

Again thank you and your team members for the opportunity to comment on this report. I appreciate your time and energy involved in this review. I also believe your review will improve the delivery of this course.

If you have any questions, please contact me at (703) 248-4589.